

Dear Sirs,

You are requested to quote the most competitive rate for the following items:

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	Flat Files(Cobra Type)-as per sample	500 Pcs
2.	Box Files(Ambassador)-as per sample	300 Pcs
3.	A4 Size Paper(75 GSM)-Make/Brad	200 Pkts
4.	Cloth Envelope(Big Size with address)-as per sample	1000 Pcs
5.	IOM(Big size-100 Pages in each pad)-as per sample	24 Pads
6.	IOM(Small size-100 Pages in each pad)-as per sample	24 Pads
7.	Payment Voucher Pad(50 sets-1+1 in each Pad)-as per sample	60 Pads
8.	Scribbling Pad(Big size-100 Pages in each pad)-as per sample	200 Pcs
9.	Scribbling Pad(Medium size-100 Pages in each pad)-as per sample	200 Pcs
10.	Scribbling Pad(Small size-100 Pages in each pad)-as per sample	200 Pcs

**Notes :-**

- The award of the order or rejection of the bidder's offer and/or cancellation of the tender will be made at the absolute discretion of BBJ. BBJ reserves the right to cancel or accept or reject any or all tender(s), whether lowest or otherwise, without assigning any reason(s), whatsoever thereof. A bidder whose Tender is not accepted shall not be entitled to claim any cost, charges or expenses incidental to or incurred by him through or in connection with the preparation and submission of the Tender/Offer to BBJ. BBJ also reserves the absolute right to split up and award the requirement between two or more bidders.

- Bidders should be Kolkata based supplier and should submit the following documents with their offer, otherwise no offer will be considered as valid offer against this NIT.

- As a proof of experience, Bidders should submit the copies of their contracts / orders for the last 3 years ending 31.03.2018 related to this type of supply in any Government Depts/ PSUs/ Reputed Private Organizations;
- Copy of up to date renewed Trade License from Concerned Authority;
- Copy of GST Registration Certificate;
- Copy of PAN Card;

- Rate:** Your quoted rate should be inclusive of delivery charges up to our Registered Office, 27, R.N.Mukherjee Road, Kolkata – 700 001. GST(as applicable) will be treated as extra.
- Issue of Tender:** Tender will be issued between **19.02.19 to 05.03.19**.
- Earnest Money(EMD):** **Rs. 5,000/- (Rupees five thousand only) in the form of Demand Draft/Pay Order** in favour of ""THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION COMPANY LTD." payable at Kolkata.

**MSME/NSIC/SSI Units will be waived from submitting EMD subject to submission EMD subject to submission of Declaration of their UDYOG AADHAR MEMORANDUM(UAM) NUMBER ON CPPP.**

The EMD amount of successful bidder will be converted into Security Deposit and the same amount will be released to the respective bidder within 30 days after completion of total supply/service/work without any interest subject to receipt of formal request from the awarded bidder.

The EMD lodged by the unsuccessful bidder shall be refunded to them immediately after finalization of the Tender.

- 4. Validity of the offer:** Your offer should be valid for 90 days from the date of opening of offer.
- 5. Delivery: Free delivery to be made within 07 working days at our Registered Office, 27, R.N. Mukherjee Road, 1<sup>st</sup> floor, Kolkata – 700001 from the date of our order/receiving the approved proof**
- 6. Liquidity Damage:** If the Agency fails to supply the materials within the due date, 0.5% of order value will be deducted from your bill for per week of delay subject to maximum of 5% of order value.
- 7. Jurisdiction of Court:** The Hon'ble Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.
- 8. Termination of Contract:-** If the supplier/party fails to complete the total work/supply/service as per our requirement and within the stipulated completion period, BBJ reserves the right to cancel the order, either in part or full as the situation demands and get the work done by deploying other agency/agencies by issuing first seven days and then 48 hours notice. Additional cost if incurred shall be recovered from the supplier's bill.
- 9. Payment:** Within 30 days from the date of delivery and submission of bill with proper receipted challan from the Competent Authority.
- 10. Last date of submission:** Your sealed offer must reach to our Registered Office, 27, R.N. Mukherjee Road, Kolkata – 700 001 on or before **06.03.2019 upto 10.30 A.M.**

( SIBAJI BANERJEE )